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ANNUAL REPORT

for the fiscal year
ending March 31, 1989

Department of Industry, Trade and Technology

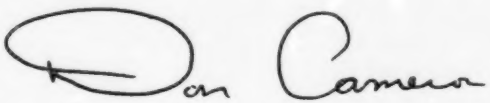
His Honour The Honourable Lloyd R. Crouse, P.C.
Lieutenant-Governor
Province of Nova Scotia

May it please your Honour:

It is my privilege to submit the report of the Department of Industry, Trade and Technology for the Province of Nova Scotia for the fiscal year ending March 31, 1989.

I have the honour to be, Sir,

Your obedient servant



Donald W. Cameron
Department of Industry,
Trade and Technology

Honourable Donald W. Cameron
Minister of Industry, Trade and Technology
Halifax, Nova Scotia

Sir:

I take pleasure in submitting the Annual Report of the Department of Industry, Trade and Technology for the fiscal period ending March 1, 1989.

Respectfully submitted.

Thomas G. Merriam
Deputy Minister

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LEGISLATIVE MANDATE

The Department of Industry, Trade and Technology is the provincial ministry responsible for fostering the economic development of Nova Scotia.

The department's mission has been broadly defined by the government as follows: to maximize the benefits, in terms of job creation, income, and quality of life, flowing to the people of Nova Scotia through the creation of a climate that fosters economic growth and development in the province.

The objectives are (1) to create net growth in the Nova Scotia economy through the expansion of existing enterprises and the establishment of new ones; (2) to improve the competitiveness of Nova Scotia enterprises so as to increase their volume of trade, particularly exports; (3) to foster a positive image of Nova Scotia as a place to invest, work, and live; (4) to increase the emphasis on technology as the basis for future development; and (5) to secure maximum overall benefit from federal-provincial economic development initiatives.

SUMMARY REVIEW

ECONOMIC PERFORMANCE

Nova Scotia's real domestic product increased by 5.9 per cent for the calendar year 1988, to reach $13.1 billion, compared with an overall Canadian increase of 9.4 per cent for the same period. Population increased 0.4 per cent and total labour force exhibited a 2.3 per cent increase. A 4.6 per cent growth was shown in employment, resulting in a 14.2 per cent decrease in the number of persons who were unemployed. The provincial unemployment rate averaged 10.2 per cent for the year, compared to 12.4 per cent for the Atlantic Provinces and 7.8 per cent for Canada.

An increase of only 3.7 per cent in the Halifax Consumer Price Index was a major factor in the strong growth in real personal income. Total personal income rose by 7.1 per cent, while per capita income increased by 6.5 per cent to reach 82.4 per cent of the Canadian average in 1988. Average weekly wages and salaries increased 4.5 per cent, with the provincial figure remaining above 90 per cent of the Canadian average. Retail trade in Nova Scotia experienced a growth of 7.3 per cent, compared with 7.5 per cent for the nation.

The growth in capital investment was attributed mainly to the manufacturing sector where expenditures increased by 58 per cent over 1987. Provincial housing starts in 1988 numbered 5,478 units, down 15 per cent from the high level of activity attained in 1987.

The fishing industry in the province, adversely affected by quotas and markets, experienced a decline of 20.9 per cent in the value of landings. Farm cash receipts rose by 5.2 per cent; the diversity of this sector kept its performance above the national level. Activity in the forestry sector was highlighted by an 11.3 per cent increase in lumber production. Coal production was up by 21 per cent, leading to an overall increase of 11.4 per cent in the total value of mineral production.

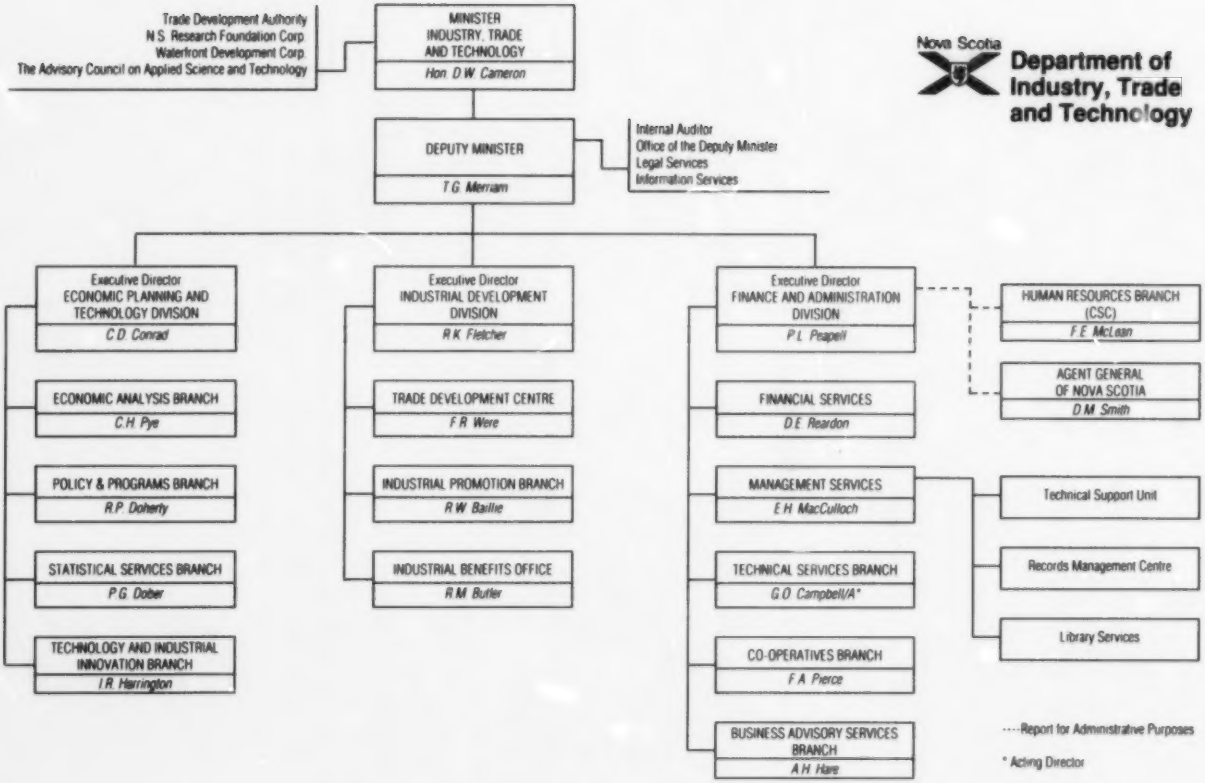
The value of Nova Scotia exports to foreign countries increased by 1.8 per cent while the value of manufacturing shipments exhibited a decline of 4.3 per cent, as compared to an 8.2 per cent increase for Canadian shipments. The major contributing factors to Nova Scotia's decrease was a 10.5 per cent decline in the value of food processing and a lower value of shipments from oil refineries, due to lower oil and gas prices.

NOVA SCOTIA ECONOMY

	1988	% Change 1987-88
Gross Domestic Product ($ million) (at Factor Cost)		
Nova Scotia	13,111	5.9
Canada	537,928	9.4
Population and Labour Force ('000)		
Population	883	0.4
Labour Force	408	2.3
Employment	366	4.6
Unemployment	42	-16.7
Unemployment rate (per cent)	10.2	-2.1
Consumer Price Index (1981 = 100)		
Halifax	141.4	3.7
Canada	143.8	4.1
Income and Wages		
Personal income, total ($ million)	14,201	7.1
Personal income per capita ($)	16,083	6.5
Nova Scotia income per capita as a percentage of Canadian income per capita	82.4	1.0
Average weekly wage ($)	418	4.5
Nova Scotia average weekly wage as a percentage of Canadian average weekly wage	90.1	-0.3
Retail Sales ($ million)		
Nova Scotia	5,606	7.3
Canada	165,190	7.5
Investment and Housing		
Capital investment ($ million)		
Nova Scotia	3,131	14.8
Canada	122,935	12.6
Housing starts (units)		
Nova Scotia	5,478	-15.2
Canada	222,562	-9.5

Output		
Fish landings ($'000)	414,700	-20.9
Farm cash receipts ($'000)	312,200	5.2
Pulp/Wood residue production ('000m^3)	3,916	8.4
Lumber production (m.fbm)	227,900	11.3
Coal production ('000 tonnes)	3,544	21.0
Manufactuirng shipments ($ million)		
Nova Scotia	4,560	-4.3
Canada	294,436	8.2
Trade		
Value of exports to foreign countries ($ million)		
Nova Scotia	2,164	1.8
Canada	134,509	10.7

SOURCE: Statistics Canada, Conference Board of Canada, Fisheries and Oceans, Canada and Nova Scotia Forest Products Directory


Trade Development Authority
N.S. Research Foundation Corp.
Waterfront Development Corp.
The Advisory Council on Applied Science and Technology
MINISTER
INDUSTRY, TRADE AND TECHNOLOGY
Hon. D.W. Cameron
Nova Scotia
Department of Industry, Trade and Technology
DEPUTY MINISTER
T.G. Merriam
Internal Auditor
Office of the Deputy Minister
Legal Services
Information Services
Executive Director
ECONOMIC PLANNING AND TECHNOLOGY DIVISION
C.D. Conrad
ECONOMIC ANALYSIS BRANCH
C.H. Pye
POLICY & PROGRAMS BRANCH
R.P. Doherty
STATISTICAL SERVICES BRANCH
P.G. Dober
TECHNOLOGY AND INDUSTRIAL INNOVATION BRANCH
I.R. Harrington
Executive Director
INDUSTRIAL DEVELOPMENT DIVISION
R.K. Fletcher
TRADE DEVELOPMENT CENTRE
F.R. Were
INDUSTRIAL PROMOTION BRANCH
R.W. Baillie
INDUSTRIAL BENEFITS OFFICE
R.M. Butler
Executive Director
FINANCE AND ADMINISTRATION DIVISION
P.L. Peapell
HUMAN RESOURCES BRANCH (CSC)
F.E. McLean
AGENT GENERAL OF NOVA SCOTIA
D.M. Smith
FINANCIAL SERVICES
D.E. Reardon
MANAGEMENT SERVICES
E.H. MacCulloch
Technical Support Unit
Records Management Centre
Library Services
TECHNICAL SERVICES BRANCH
G.O. Campbell/A*
CO-OPERATIVES BRANCH
F.A. Pierce
BUSINESS ADVISORY SERVICES BRANCH
A.H. Hare
----Report for Administrative Purposes
* Acting Director

OFFICE OF THE MINISTER

The Minister of Industry, Trade and Technology is Cabinet spokesman on matters of economic development policies and sits on a number of Cabinet and House committees.

The Minister is responsible to Cabinet for the activities of the Department of Industry, Trade and Technology and for:

- Sydney Steel Corporation
- Council on Applied Science and Technology
- Trade Development Authority
- Nova Scotia Research Foundation Corporation
- World Trade and Convention Centre
- Co-operatives Administration
- Waterfront Development Corporation

OFFICE OF THE DEPUTY MINISTER

The Deputy Minister is responsible for the day-to-day operations of the Department of Industry, Trade and Technology. The Deputy Minister is responsible to the Minister for the proper interpretation and effective implementation of government policies and programs relating to economic development in the province and is also responsible for the formulation of policy options, for the conduct of negotiations under the Economic and Regional Development Agreement (ERDA) between Canada and Nova Scotia, and for major development initiatives.

Reporting directly to the Deputy Minister are the following three offices.

Legal Services

The Legal Services Office provides comprehensive legal services to the Department of Industry, Trade and Technology. The Solicitor gives day-to-day problem-solving assistance, services all requests for Cabinet authorization, sets security requirements for all loans and drafts, and negotiates all agreements in support of loans between the departments and third parties.

Information Services

The Information Office coordinates media relations and publicity requirements for the Department of Industry, Trade and Technology. The office is responsible for:

- the production and editing of departmental publications;
- liaison with federal, provincial, and municipal departments on joint information projects;
- supervision of departmental advertising.

Internal Auditor

The Internal Auditor is accountable for providing the Deputy Minister and senior management with an ongoing appraisal of the financial activities and the verification that all aspects of the department are being performed as stipulated in its policies and procedures.

ECONOMIC PLANNING AND TECHNOLOGY DIVISION

The Economic Planning and Technology Division negotiates development agreements with the federal government, develops the province's positions and policies on major economic issues, assesses Nova Scotia's development activity and economic performance, and acts as a focal point for provincial statistics. The division comprises the following four branches: Policy and Programs, Economic Analysis, Statistical Services, and Technology and Industrial Innovation.

POLICY AND PROGRAMS BRANCH

The Policy and Programs Branch negotiates development agreements with the federal government. The branch also assesses both federal and other provincial government activities for potential relevance to the needs of Nova Scotia. Policy and Programs designs new, and evaluates existing policy and programs. It also provides advisory, analytical, and research support for the province related to technology, economic development, and major international trade negotiations.

Federal/Provincial Cooperation Agreements

Under the Canada/Nova Scotia Economic and Regional Development Agreement (ERDA) of 1984, fourteen agreements have been signed by the federal government and the province, for a total financial commitment exceeding $744 million.

Six of these agreements terminated in 1988–89: Mineral Development; Strait of Canso; Forest Renewal; Fisheries; Tourism; and Advanced Manufacturing Support.

The department actively participated in implementing the following subsidiary agreements during the past fiscal year:

Agri-Food Development Agreement

The Agri-Food Development Agreement, signed in June, 1988 for $60 million, is cost-shared to 50 per cent federally and 50 per cent provincially. The purpose of the agreement is to identify and develop export market opportunities for Nova Scotia agri-food products, encourage expansion of primary production and value-added activities, enhance productivity and product quality, and increase employment in the industry.

Halifax-Dartmouth Metropolitan Area Development Agreement

The Halifax-Dartmouth Metropolitan Area Development Agreement, signed in September 1988 for $209.2 million, is cost-shared 38 per cent federally and 62 per cent provincially, the latter including municipal cost-sharing as well. The purpose of the agreement is to enable the undertaking of key initiatives in support of economic development, resource management, and improvement of the environmental well-being of the metropolitan area.

A key component of the agreement is the Halifax-Dartmouth Metropolitan Sewage Treatment Facility, preliminary related background initiatives having already commenced.

Department staff continue to administer and coordinate other ongoing agreements:

Economic Development Planning Subsidiary Agreement

The Economic Development Planning Subsidiary Agreement is cost-shared equally by the federal government and the province. Studies completed with the support of the agreement include: Business Plan for Atlantic Film Distribution; Survey of Service Sector Firms; Impact of Changes in Railway Services; Cape Breton Economic Model; Parrsboro Museum feasibility study; and Estimates of Employment by Industry and Region.

Many of these studies were carried out in cooperation with other provincial departments; others supported private sector initiatives. Additionally, assistance was provided for the production of proceedings from the Environment/Economy Conference and proceedings of the Ninth International Seminar for the Study of Marginal Regions.

Further studies, concerning a broad range of economic and regional development interests in keeping with the objectives of ERDA, are currently ongoing.

Technology Transfer and Industrial Innovation Subsidiary Agreement

The Technology Transfer and Industrial Innovation Subsidiary Agreement, signed in July 1985 for $34 million, is cost-shared 70 per cent federally and 30 per cent provincially. The purpose of the agreement is to stimulate the transfer of advanced technologies to small and medium-sized businesses and to strengthen engineering and scientific expertise in the province.

Sydney Steel Corporation Stage II Modernization Subsidiary Agreement

The Sydney Steel Corporation Stage II Modernization Subsidiary Agreement, signed in February, 1986 for $157.1 million, is cost-shared 70 per cent federally and 30 per cent provincially. The agreement provides for the installation of the electric-arc furnace method of steel-making, as well as other plant improvements to enhance product quality, productivity, and efficiency, and to reduce operation costs. Related initiatives are currently under way.

NOTE: Information regarding the various subsidiary agreements previously negotiated by the department that are being implemented by other departments may be obtained from those departments.

CANADA/NOVA SCOTIA SUBSIDIARY AGREEMENTS

Current Susidiary Agreement	Expiry Date	Fed./Prov. Cost-Sharing Ratio	Total Funding ($ Million)	Actual Expenditures to March 31/88 ($)	Actual Expenditures Year Ended March 31/89 ($)	Total Expenditures Year Ended March 31/89 ($)	Funds Recovered to March 31/89 ($)
Forest Resource Development*	March 31/89	53:47	91.4	29,672,573	12,658,131	42,330,704	1,523,858
Economic Planning	March 31/89	50:50	4.0	1,406,132	666,308	2,072,440	1,026,871
Canso II	March 31/89	70:30	28.0	10,804,546	1,751,077	12,555,623	8,788,937
Mineral Development*	March 31/89	60:40	26.9	9,387,379	3,756,782	13,144,161	2,443,359
Fisheries*	March 31/89	70:30	28.5	3,647,238	2,379,520	6,026,758	221,183
Tourism II	March 31/89	70:30	28.0	3,131,748	4,855,759	7,987,507	5,777,419
Technology Transfer	March 31/92	70:30	34.0	7,107,023	2,942,523	10,049,546	7,006,015
Michelin*	Dec. 31/91	75.25	56.0	12,600,000	–	12,600,000	–
Sydney Steel Corp. Stage II	March 31/92	70:30	157.1	28,298,611	91,171,062	119,469,673	83,628,770
Sydney Tar Ponds	Nov. 30/91	70:30	34.2	1,063,579	2,878,286	3,941,865	2,759,304
Agri-Food II*	June 30/93	50:50	60.0	–	4,994,460	4,994,460	147,838
Advance Manufacturing Support	March 31/88	70:30	31.1	9,500,000	538,784	10,038,784	6,674,773
Ocean Industry	July 25/88	60:40	35.0	12,905,730	329,580	13,235,310	7,325,558
Metropolitan Area Development**	March 31/95	38:62	209.2	5,000,000**	4,121,572	9,121,572	4,010,956
Forest Renewal	March 31/89	69:31	25.5	22,382,097	121,196	22,503,293	14,541,127

* A portion of the programs under this agreement were initiated entirely by the federal government, and these amounts are not reflected under expenditures and recoveries in this schedule.

** Payment disbursed by the Department of Municipal Affairs.

ECONOMIC ANALYSIS BRANCH

The Economic Analysis Branch assesses the economic performance and outlook of the province and provides effective analysis of industrial and economic opportunities and developments affecting the provincial economy.

Economic impact assessment and net benefits analysis of various development projects and policy options are produced primarily at the request of other branches of the Department of Industry, Trade and Technology. This service is also provided to other offices, agencies, and departments of the provincial government, and in some cases to private industry. This analytical service is supported by the computerized Nova Scotia Input-Output System which the Economic Analysis Branch maintains.

Economic Analysis Branch staff participate in the implementation of Canada/Nova Scotia subsidiary agreements by representing the department on the project management of various agreement-funded consulting economic studies and of subsidiary agreement evaluations.

Staff are also responsible for preparation of an assessment of the compatibility of referred reviewable Investment Canada transactions in relation to the province's economic objectives and industrial policies, together with a recommended response from the province.

STATISTICAL SERVICES BRANCH

The Statistics Services Branch is designated under the Nova Scotia Statistics Act as the focal point for statistical services in the province and maintains or has access to numerous data bases.

Statistical inquiries came from business, government, and the general public, and responses were provided from a complete historical data base of all Statistics Canada publications (in hard copy or on microfiche). A series of census materials providing access to unpublished data was maintained, and terminal access to CANSIM, Statistics Canada's computerized data base, was also available.

Other publications produced by the branch included the *Nova Scotia Statistical Review* (annual); *Nova Scotia Construction Activity Report* (three per year); *Export Quarterly* (four per year and annual); Nova Scotia, Halifax Metro and Industrial Cape Breton fact books; statistical profiles of Nova Scotia's five regions; *Survey and Inventory of Commercial Space in the Halifax Metro Area* (annual); and *Nova Scotia and Canada Indicators* (monthly).

TECHNOLOGY AND INDUSTRIAL INNOVATION BRANCH

The branch is primarily responsible for the management of the federal/provincial Technology Transfer and Industrial Innovation Cooperation Agreement and the delivery and administration of the various programs included in that agreement, in particular the Technology Advancement Program, the Technology Collaboration Program, and the Planning, Opportunities Research and Promotion Component. This branch also administers the Small Business Technology Centre.

Technology Advancement Program

Under the Canada/Nova Scotia Technology Transfer and Industrial Innovation Agreement, the Technology Advancement Program (TAP) provides funding to assist Nova Scotia business to acquire more advanced equipment or services that will improve their efficiency and competitiveness and provide greater opportunity to develop and produce high technology goods and services.

Technology Collaboration Program

Under the Canada/Nova Scotia Technology Transfer and Industrial Innovation Agreement, the Technology Collaboration Program provides assistance for projects that promote a flow of technology between the province's research institutions and local business. The program aids in transferring scientific and engineering expertise to the private sector by supporting joint projects, student and graduate hiring, and infrastructure to promote technology transfer opportunities.

Planning, Opportunities Research and Promotion Component

The agreement's Planning, Opportunities Research and Promotion Component is intended to promote technological development in the province by: (a) funding studies and other related development opportunities that are supportive of the industrial and commercial development activities necessary to increase technological capabilities found within the province and (b) providing contributions for a variety of measures to promote awareness, by the public at large and by business owners in particular, of the importance of advanced technologies and their impact on productivity improvement.

Small Business Technology Centre

The Small Business Technology Centre (SBTC), Nova Scotia's only full service incubator facility for small to medium-sized technology-related businesses, was officially opened in 1987. The centre was built with funds provided by the federal and provincial governments, under the Ocean Industry Development Subsidiary Agreement.

As a major component in the plan to foster innovation and high technology in Nova Scotia, The SBTC is, as of March 1989, home to 21 technology-related companies. These companies are involved in activities as diverse as the design, development, and manufacturing of helicopter simulators and thermal instrumented mannequins, to a test laboratory that evaluates the various components of crude oil.

INDUSTRIAL DEVELOPMENT DIVISION

The Industrial Development Division of the Department of Industry, Trade and Technology promotes industrial growth by seeking out appropriate industries to locate in the province, by encouraging the competitiveness and capabilities of Nova Scotia firms, and by helping Nova Scotia companies develop new products and establish new markets. The division comprises three branches: Industrial Promotion, Industrial Benefits, and the Trade Development Centre.

INDUSTRIAL PROMOTION BRANCH

The Industrial Promotion Branch actively promotes Nova Scotia as a location for new business development. The branch focuses on those manufacturing and service industries outside the province that will complement existing industrial activity.

Through sophisticated computerized resources, over 3,000 firms were identified and contacted in 1988-89. Detailed investigations resulted in approximately 120 companies visiting Nova Scotia for serious discussions. Nine new investment projects received approval, which will result in the creation of an estimated 450 jobs and a total capital investment of over $100 million. The efforts of the branch were instrumental in the decision by Louisiana Pacific of Idaho to establish their state-of-the-art gypsum fibreboard facility at Point Tupper.

Entrepreneur Immigration Program

The federal government's Entrepreneur Immigration Program provides the impetus to encourage foreign entrepreneurs and investors to seek Canadian landed immigrant status for the purpose of establishing, purchasing, or investing in a Canadian business venture. In this fiscal year, approximately 120 potential entrepreneur immigrants were interviewed by the branch. Activity in the program has increased significantly over last year and it is anticipated that this program will continue to grow during the next few years.

Trade Shows and Missions

Staff attended numerous trade shows to complement promotional strategies. Events such as the international Machine Tool Show, Air Industries, Canadian Shipbuilding, Sea/Air/Space Expo, and Biotechnology Conference offered the opportunity to promote Nova Scotia to several hundred key people involved in investment decisions. As well, Nova Scotia was visited by delegations from Korea, Hong Kong, Japan, and Italy to investigate potential investments and trade opportunities.

INDUSTRIAL BENEFITS OFFICE

The Industrial Benefits Office (IBO) monitors domestic and foreign plans for major capital expenditures in Nova Scotia to identify significant business opportunities for Nova Scotia companies, and to increase marketing and investment opportunities resulting from major public and private sector capital projects, programs, and procurement activity. IBO is responsible for the implementation of the Nova Scotia Public Sector Purchasing Policy.

The Industrial Benefits Office maintains regular contact with a variety of Nova Scotia firms and organizations to provide information on supplier opportunities resulting from public sector purchasing, private investment, and major projects. In 1989, activities included identifying and monitoring benefits related to the New Brunswick/Prince Edward Island fixed crossing link, the Sysco modernization, the Sydney Tar Ponds Clean-up, Nova Scotia Power Corporation's Trenton #6 generating station, Litton and Pratt and Whitney manufacturing plant investments, Hibernia oil and gas exploration projects, and the nuclear submarine program.

Offset purchase agreements were concluded and/or monitored under the Nova Scotia Government Purchasing Policy with CGE, Philips, Marubeni, and Data General.

Information seminars for Nova Scotia businesses were held on Canadian Automated Air Traffic System (CAATS), Oceans Opportunities, and Indonesian Trade. The IBO also co-sponsored seminars with VSEL-Vicker's Consortium and Mobil Oil.

The Industrial Benefits Office was instrumental in assisting the development of the Atlantic Centre for Remote Sensing of the Oceans and the Novatron Public Sector Procurement Database. Efforts continue to increase federal procurement in Nova Scotia, and to lay the groundwork for a Supplier Development Initiative.

Industrial Benefits Office officials were actively involved in national meetings to reduce interprovincial trade barriers and to identify future investment opportunities in sectors such as medical devices and health services, consulting engineering, and the environmental industries.

TRADE DEVELOPMENT CENTRE

The Trade Development Centre encourages the production and sale of Nova Scotia products through three programs: the Market Opportunity Program, which helps Nova Scotia companies develop new markets; the Product Development Program, which helps Nova Scotia companies develop new products, packaging, and marketing literature; and the Trade Expansion Program, which helps Nova Scotia companies sell goods and services domestically and nationally.

Trade Development Centre projects included: Trade Development Authority liaison; participation in the International Hotel and Restaurant Show, New York; a "New Exporters to Border States" mission to Boston; a reconnaissance mission to southeast Asia; and participation in the sixteenth Food and Equipment Trade Exposition, Puerto Rico.

Market Opportunity Program

The Market Opportunity Program (MOP) provides assistance for the cost-sharing of upfront incremental costs involved in the establishing and sustaining of a new market, outside the Maritimes. Assistance provided under the Market Opportunity Program is repayable to the province.

Three projects were supported under the program during the 1988-89 fiscal year for a total expenditure of $105,999. These projects resulted in the maintenance of up to 35 jobs and a potential for 15 new jobs (see table, page 31).

Product Development Program

The Product Development Program (PDP) encourages and assists manufacturers to develop new markets by providing grant assistance to Nova Scotia industries for product design, packaging, and market literature design. Of the 39 projects approved during the past fiscal year, 2 involved the development of new products, 3 concerned new packaging, and 34 assisted in the development of new export marketing literature.

Trade Expansion Program

The Trade Expansion Program (TEP) offers grants to assist Nova Scotia firms to attend fairs and exhibitions, conduct market identification investigations, attend market education courses, and host incoming buyers.

In the 1988-89 fiscal year, TEP assisted 143 companies under the trade fair section of the program, aided four incoming buyer projects, and provided help to 14 tourism operators (see table, page 31).

Trade Inquiries

The Trade Development Centre received approximately 40 to 50 trade inquiries each month during the 1988-89 fiscal year. The inquiries ranged from questions on marketing statistics to requests for information on packaging requirements and shipping.

Trade Development Authority

The Trade Development Centre is responsible for the coordination of the activities of the Trade Development Authority (TDA) and the implementation of provincial trade initiatives.

The TDA, which is chaired by the Minister, is authorized through legislation to coordinate, monitor, and integrate Nova Scotia's initiatives and responses to matters relating to trade. Nine ministers responsible for trade-related departments and agencies constitute the TDA. The Trade Strategy, incorporated as a component of the Economic Strategy, sets forth the province's commitment and the framework for a coordinated approach to trade.

By regular consultation with the private sector through the 32-member Trade Council, the TDA receives policy advice and assistance in monitoring implementation of the Trade Strategy's initiatives. The council membership is drawn on a revolving basis from a cross-section of business and industry. Through its subcommittee reports, including the December 1989 brief "Issues/Concerns/Opportunities," the council has played a vital role in the adoption of recommendations such as USSR/East Bloc trade opportunities and the Trade Centre's "WIN" computerized export information system.

The TDA's Officials Committee works to implement the export development, infrastructure, importing, and trade education initiatives developed annually by the TDA and its council.

FINANCE AND ADMINISTRATION DIVISION

The Finance and Administration Division is responsible for the management and control of fiscal resources and the maintenance of effective utilization of personnel for the Department of Industry, Trade and Technology and its agencies. Much of the activity of the division is taken up with routine administration such as preparation of budgets, year-end accounts, processing and payment of invoices, expense reports, and initiating reimbursement claims to the Government of Canada for expenses incurred under federal/provincial agreements.

The Executive Director represents the province as Co-Chairman of the Sydney Steel Modernization and Strait of Canso Subsidiary Agreements and acts as Controller of the Waterfront Development Corporation.

The division comprises the following branches: Business Advisory Services, Co-operatives (referred to as Cooperative Development in the Estimates Book), Financial Services, Management Services, Technical Services, and Human Resources.

BUSINESS ADVISORY SERVICES BRANCH

The Business Advisory Services branch is accountable for sound consulting services and expert advice in the key functional areas of finance, general management, and marketing to government and to industry. Its purpose is to maintain and stimulate economic development in Nova Scotia.

CO-OPERATIVES BRANCH

The Co-operatives Branch provides incorporation, registration, advisory services, examinations, development resources, and coordinating services to this sector.

More than 200,000 Nova Scotians are members of one or more of the province's 380 co-operatives. With total economic activity of about $1.6 billion annually, total assets of over $1 billion, and approximately 10,000 employees, this sector is a significant economic force in the province.

Twenty-five co-operatives were incorporated in 1989 and all co-operatives experienced a net increase of over $5 million.

There are over 104 housing co-operatives, 47 retail stores, 49 worker (employee-owned) co-operatives, 35 agricultural co-operatives, 11 fish marketing co-operatives, 12 forestry related co-operatives, and over 91 credit unions operating in the province, many of which provide critical goods and services to over 70 rural communities.

FINANCIAL SERVICES

Financial Services controls program and project expenditures. This branch also administers the Machinery and Equipment Tax Rebate Program for the Department of Industry, Trade and Technology.

The computerized financial system continued to be upgraded, enabling this branch to produce internal reports as well as those received from the Department of Finance.

During the past fiscal year, this branch processed 4,000 vouchers in payment of general operations totalling $7,662,500; program costs totalling $12,795,700; and federal/provincial projects totalling $133,165,000. Five hundred claims to the federal government, totalling $78,112,600, for their share of project costs were also processed.

MANAGEMENT SERVICES

Management Services identifies and implements departmental operating policies, procedures, and systems. Additionally, it is responsible for the provision of Technical Support services, computerization, and Library/Records Management services.

The department's Records Management system was officially implemented during the period under review.

The branch is also responsible for all aspects of the implementation of the department's Long Range Systems Plan for computer acquisitions.

Technical Support Unit

The Technical Support Unit supplies the department with various technical services in the areas of conceptual and engineering drawings, planning concepts and construction design, internal and external signs, requisitions, department publications, advertisements, displays, and related design work.

Library

The department's special library provides information to members of the department, members of government in general, and the public. It maintains a collection of approximately 9,000 books and reports, 200 periodical titles, and 1,600 annual reports. The library is staffed by two professional librarians and provides reference services by using in-house materials, networking with other area libraries, and searching external computer data bases. A computerized catalog is being developed to replace the card catalog.

Records Management Program

During the fiscal year 1988-89 two staff members were added to the program. In January 1989 the Records Retention Schedule was approved and the Central Registry opened. Boxes of files were sent to the Archives and the Provincial Records Centre for storage or destruction. Files were opened using a colour-coded numbering system and a computerized index. Orientation sessions were held with all of the staff to familiarize them with the operation of the program.

TECHNICAL SERVICES BRANCH

The Technical Services Branch gives technical assistance and advice to both government and private industry. This branch implements several of the federal/provincial cost-shared agreements and the Canada/Nova Scotia Offshore Development Fund. Technical Services assists with the planning, design, and implementation of a wide range of projects including waterfront developments, marine facilities, industrial infrastructure, environmental cleanups, shipbuilding/repair facilities, and land administration.

The Technical Services Branch provides "in-house" planning, engineering, and project management services within the department. Some of the varied programs and projects handled in the past fiscal year were as follows:

- administration of the $200 million Canada/Nova Scotia Offshore Development fund;
- Halifax Harbour Clean-up;
- Pictou assembly area, and several facilities under the Shipyard Assistance Program;

- construction and maintenance of numerous marine haulout facilities for the inshore fishery and for recreational use;
- technical assistance to the Waterfront Development Corporations;
- planning and implementation of various recreational/tourism facilities such as Cole Harbour Place and the restoration of the Shubenacadie Canal System; and
- Louisiana Pacific Land Assembly.

HUMAN RESOURCES

The Human Resources Branch develops and applies personnel policies and procedures. The branch is responsible for staffing, administration of the collective agreements, human resource training and development, and labour relations.

DEPARTMENT OF INDUSTRY, TRADE AND TECHNOLOGY PROGRAM EXPENDITURES TABLE

Program Title	1988-89 Estimate $	1988-89 Actual $
Machinery and Equipment Tax Rebate Program	$ 2,700,000	$ 2,752,300
Product Development Program	50,000	47,500
Trade Expansion Program	500,000	606,100
Market Opportunities Program	150,000	106,000
Special Services Program	660,000	275,000
Special Assistance Program (NET)	9,978,400	8,526,800
Miscellaneous	536,200	481,900
	$14,574,600	$12,795,600